



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-718

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3 FAM 1210 PERSONNEL POLICY

Changes

1. This Change Transmittal issues changes that reflect a collective effort led by M/PRI, to develop principles that embody for all employees what the Department values in a leader.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is **HR/PC**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

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1. Remove and discard the old 3 FAM 1210 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 1210 (CT:PER-718; 01-07-2014).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-718, and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.